

**Ordinance 2005-1**  
**An ordinance to establish regulation of driveways in the**  
**Town of Sand Lake, Burnett County**

In order to:

- Protect the public investment in the roads in the Town of Sand Lake,
- Promote the safe passage on, entrance to and exit from these roads

**The Town Board of Sand Lake does ordain the following regulations and specifications for any place where vehicular traffic crosses the public right-of-way:**

- No use of the public right of way is permitted that will endanger the integrity of the public road.
- No alterations, including filling, cutting, or change in the natural topography, to the public right of way are allowed without a Driveway Construction Permit issued by the Town of Sand Lake.
- If deemed necessary, culverts will be installed at the property owner's expense at the direction of the Town of Sand Lake Board of Supervisors. Culverts must be a minimum of 12 inches in diameter or equivalent, and of a design approved by the Town of Sand Lake. Used culverts may be used at the discretion of the Town of Sand Lake and only if physically inspected and approved by the Town of Sand Lake Road Manager prior to installation.
- The proposed driveway must intersect the public road at a 90° angle and continue perpendicular to the public road while crossing the public right of way. The proposed driveway shall not allow the flow of storm or melt water onto the public roadway.
- Driveway specifications shall conform to those outlined in Town of Sand Lake Ordinance #3, adopted June 9, 1986.

**Driveway Construction Permit Application and Approval Process**

- Location for the driveway will be approved through the issuance of a Driveway Construction Permit. The Town of Sand Lake Board of Supervisors will approve permits; the Town of Sand Lake Road Manager may grant conditional approval.
- The permit application shall include a sketch of the parcel indicating the location of the proposed driveway and other significant structures in the area (such as other private roads, public roadways, intersections, bridges, signs, etc.) Approximate sight distances shall be indicated on the sketch. Also, at the physical location of the proposed driveway, the location of the centerline and edges of the driveway shall be marked in the right of way with lath and flagging for approval purposes.
- No construction of a driveway may commence until the Town of Sand Lake issues a Driveway Construction Permit and, when applicable, any necessary approvals are obtained from Burnett County or the State of Wisconsin.
- The Driveway Construction Permit application will be reviewed within 10 days of receipt. Considerations for approval include public safety, drainage, access, esthetics and protection of the public.
- A final inspection of the driveway will be completed within 10 days of notification that the construction is complete. Any deficiencies in the construction process will be communicated to the permit holder. Approval of the completed permit will be mailed directly to permit applicant following consideration at a regularly scheduled meeting of the Town of Sand Lake Board of Supervisors.
- Driveway Construction Permit application forms may be obtained from the Sand Lake Town Clerk, the Town of Sand Lake Road Manager, or on the Town of Sand Lake web site (<http://www.tn.sandlake.wi.gov>)

Adopted May 9, 2005

Neil Ambourn, Chair  
Carsten R. Endresen, Supervisor  
Jim Tolbert, Supervisor

Attested by: Peggy Tolbert, Clerk

**Driveway Construction Permit Application  
Town of Sand Lake, Burnett County, WI**

*Applicant: complete sections 1 – 5; return form to Town of Sand Lake Road Manager or mail to: Town Clerk, PO Box 165, Webster, WI 54893*

1. Fire number or legal description of parcel accessed by driveway: \_\_\_\_\_

\_\_\_\_\_

2. Road name: \_\_\_\_\_ Between: \_\_\_\_\_  
(name of road driveway enters onto) (cross roads or other features)

3. Description of driveway location: \_\_\_\_\_  
(side of road, feet from feature, etc.)

\_\_\_\_\_

4. Sketch

5. Applicant name and mailing address: \_\_\_\_\_

\_\_\_\_\_ Date of application: \_\_\_\_\_

***Please note additional conditions and disclaimers on reverse***

*To be completed by the Town of Sand Lake*

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature for the Town of Sand Lake)

Conditions: \_\_\_\_\_

\_\_\_\_\_

Culvert required?: \_\_\_\_\_ Used culvert inspected and approved: \_\_\_\_\_

\_\_\_\_\_

Permit Completion Inspection Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature for the Town of Sand Lake)

Approval by motion, Town of Sand Lake Board of Supervisors, Date: \_\_\_\_\_

**Life of the permit:**

- Driveway Construction Permits will be valid for one year following date of issue. Once the construction of the driveway has begun, all specified erosion control measures, including retaining wall, ditching, culverts, crowning and mulching and matting shall be completed within 90 days. For winter construction, erosion alternatives must be implemented within 30 days until specified controls are available.
- A driveway permit may be transferred to a new property owner. The Town Clerk must be notified within 30 days of the transfer. If there is a change to the location of the original driveway, the existing Driveway Construction Permit will be considered void and re-application will be necessary.

**Conditions for Town Services, Fire Protection or Emergency Care Services:**

- In order to be eligible for services from the Town of Sand Lake, or fire protection from public agencies, the private driveway or road must meet the following specifications:
- Minimum 25 feet wide entrance to the public road and minimum 20 feet wide throughout length of driveway.
- Private roadway must be a flat surface free of any and all obstructions including trees, stumps, brush, rocks, etc.
- The private roadway must have minimum of 13 foot clearance at all points along the length in all weather conditions and at all times of the year.
- Any curves in the driveway must not be less than 100 foot radius on centerline.
- Driveways exceeding 150 feet in length must provide an adequate turnaround that will accommodate a 30-foot long fire truck. If a circle drive is constructed, it must have a radius of no less than 45 feet on the centerline. If a terminal turnaround area is constructed it shall not be less than 60 feet by 60 feet. If a side turnout is constructed it shall be a minimum of 30 feet in length with an entrance width of 30 feet and a back width of 20 feet. The turnout shall be a minimum of 40 feet from the end of the driveway and nearest building.

**Disclaimer for provision of Town Services, Fire Protection or Emergency Care Services:**

- The provision or attempted provision of Town Services, Fire Protection or Emergency Care Services is not guaranteed at any location by adherence to the specifications listed in the ordinance.

**Hazardous situations caused by intersection of a private road with the public road:**

When construction, washing, or other conditions created by new or existing private roads becomes a potential hazard to a public road, the Town of Sand Lake Board of Supervisors shall notify the owner(s) of the land through which the driveway passes of such condition(s). Any property owner failing to correct a hazardous situation immediately (within 24 hours or less) upon notification shall be liable for any costs incurred by the Town of Sand Lake to eliminate such hazard as provided in Wisc. Statutes. Problems of a non-emergency nature shall be corrected within 30 days.